



**GROSSMONT COLLEGE**  
**Professional Development Committee**

**April 15, 2020**

**2:00 p.m. – 3:30 p.m.**

**Zoom**

**MEETING SUMMARY - DRAFT**

**Purpose** The Professional Development Committee carries out planning and evaluation of professional development programming which enhances the college’s readiness to achieve its strategic goals and mission. It also supports the institution’s continuous improvement and its diverse personnel. The committee identifies emerging trends from annual unit plans and program review to inform professional development.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Lida Rafia	<input checked="" type="checkbox"/> Kaelin Mastronardi	<input checked="" type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Ryan Cline, Classified Co-Chair	<input checked="" type="checkbox"/> Kassandra Nieves	<input checked="" type="checkbox"/> Aaron Starck
		<input checked="" type="checkbox"/> Bill McGreevy

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Christen McGaughey-Gilreath	<input checked="" type="checkbox"/> Dawn Heuft	<input checked="" type="checkbox"/> Veronica Romero
<input checked="" type="checkbox"/> Maite Valladolid		<input type="checkbox"/> Agustin Albarran

EX-OFFICIO	RECORDER
<input checked="" type="checkbox"/> Amy Ramos / <input checked="" type="checkbox"/> Brian Rickel	<input checked="" type="checkbox"/> Bernadette Black
<input checked="" type="checkbox"/> Lorena Ruggero	
<input checked="" type="checkbox"/> Rochelle Weiser	

ROUTINE BUSINESS	
1. Public Comments	No public comments were made.
2. Additions/Deletions to Agenda	No additions were made.
3. Approve Meeting Notes – 2/19/20	The meeting notes from 2/19/20 were unanimously approved.

NEW BUSINESS	
4. Zoom Logistics	The zoom logistics were reviewed including the “raise hand” feature, and the “yes” and “no” feature when voting occurs. It was also requested that people stay muted unless they are talking.

<b>COMMITTEE REPORTS</b>	
5. Classified Professional Development Committee	<p>Ryan noted that Water Cooler Wednesdays has been implemented wherein every couple of weeks, classified professionals spend time checking in with each other. Rochelle stated that the biggest need for classified staff right now is connecting with each other.</p> <p>The PD team will be meeting on Monday to start generating ideas for the Lunchbox Leadership. PD wants to respond to the needs that are arising for classified professionals. Any input or ideas people may have can be shared with the PD office.</p> <p>Lida asked about themes that are coming out of classified professional development's conversations. Rochelle noted that some of the themes include people struggling with communication with their managers, and whether they should reach out to them or wait until their managers reach out. There are also concerns about job security. Overall, people are feeling overwhelmed.</p>
6. Faculty Professional Development Committee	<p>It was stated that Cornerstone is being tested on zoom. Cornerstone will help streamline the professional development process. There was discussion at the FPDC meeting about what their role is in program review. FPDC also updated their charge which was sent to Denise Schulmeyer for Academic Senate's approval. The deadline to submit proposals for flex week was extended and people were encouraged to submit proposal.</p>
7. Office of Professional Development	<p>The Office of Professional Development is now looking at the well-being of people working at home and work/life balance. They have been working with classified professionals and what it means to have control over work space now that work is at home.</p> <p>Rochelle gave an update on Cornerstone. Cornerstone is a learning platform that is embedded into the Vision Resource Center with the State Chancellor's Office that provides statewide professional development resources for all groups. A districtwide team has been putting these resources together and currently all of our employees have access to it by signing in Office 365. IT has been working on the formulas to calculate the faculty obligation piece and hopefully by next week it will begin populating a field for us so we can see that number. If a faculty member signs in now it will show a test number and is not the current obligation number. But as of July 1<sup>st</sup>, they should be able to see that obligation for the fall semester. Rochelle has a flyer that she will send to Bernadette to send out to the committee.</p> <p>The Office of Professional Development is partnering with the DE team on developing communities of practice, which provides an opportunity for folks to come together and identify new solutions for current problems we are facing. There are two faculty leads per division who are leading the communities of practice for online instruction. They are to host two to three session on topics such as how do we begin to teach online; what does it mean to have student engagement online; and what does online curriculum look like. They will also be responsible for hosting virtual office hours for faculty. Amy stated that she will be collecting themes that emerge from the communities of practice. Faculty will continue to go to the DE team if they have technology needs. This will allow the leads to first triage and do an analysis on what the needs are. Dawn noted that these leads will help with conversations on online instruction and pedagogy which will allow her to focus on Canvas. She added that she developed a self-paced Canvas course for classified professionals because more and more are being called upon to add to Canvas. She hopes to have that finalized by end of May.</p> <p>Lida stated that PD is partnering with the ZTC and OER workgroup. She noted that Denise sent an email for people to submit projects for OER and ZTC. A stipend will be offered.</p> <p>Lorena noted that the Career Center has taken all their workshops on zoom now. Also, we restarted the weekly digest. Lastly, she stated that the San Diego County library is offering free access to Lynda.com if people are interested in refining a skill. If you do not have a library card, they are offering electronic library cards.</p>

<b>DISCUSSION</b>	
8. Re-envisioning our committee, taking a look at norms	<p>Lida displayed the committee norms that were developed last year and asked the committee if there is anything we need to add or change. One suggestion was to add how the committee might use buttons for “yes” and “no” when voting. Lida will email the norms to the committee so they have time to review and provide feedback.</p> <ul style="list-style-type: none"> <li>• Whenever we meet, talk about your latest professional development activity you participated in, or how you are supporting professional development (professional growth for ourselves and others).</li> <li>• Parking lot – Space for items that are not on agenda to be revisited next meeting.</li> <li>• Actively ask for other viewpoints; consider oppositions. Who is benefiting from the viewpoint and who is losing?</li> <li>• Give each person a voice so that it’s not the same people talking all the time.</li> <li>• Solution oriented; “Yes, I hear you...”.</li> <li>• Invitation for people to speak rather than being called on. Ask if anyone else has anything else to say before moving to next topic.</li> <li>• Provide definitions (e.g. Civility means different things in different communities. Define.)</li> <li>• Provide an icebreaker at every meeting (rather than welcome/introductions).</li> <li>• Review our norms every semester.</li> <li>• Provide talking points at the end of the meeting for constituents to take back to their groups.</li> </ul>

<b>FOR CONSENSUS</b>	
9.	N/A

<b>FOLLOW-UP</b>		
Who	Item	Timeline
Lida Rafia	Email norms to committee	Before next meeting.

**NEXT MEETING: Wednesday, May 20, 2020 @ 2:00-3:30, Zoom**